

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

General Administration (GPM&AR) Department – Right to Information Act, 2005 – Appointment of Inspecting Officer in General Administration (GPM&AR) wing to monitor the implementation of Section 4(1)(a), 4(1)(b) & 5(1)(2) by all Public Authorities in the State – Orders – Issued.

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**GENERAL ADMINISTRATION (RTIA/GPM&AR) DEPARTMENT**

**G.O.Rt.No.** 3969

**Dated:- 6.09.2011**

**ORDER:-**

RTI Act, 2005 has come in to force with effect from 12.10.2005. Instructions have been issued from time to time in the last five years to all Departments under State Government for strict implementation of the statutory obligations stipulated under the Act. Inspite of this, complaints are being received that these provisions are not being properly implemented by many Public Authorities in the State.

2. In order to guide the Public Authorities in discharging the statutory obligations, it has been decided to designate an Officer in the cadre of Assistant Secretary to Govt., as Inspecting Officer to oversee the implementation of the mandatory provisions of the Right to Information Act.

3. Accordingly, Smt. M. Laithambica, Assistant Secretary to Government General Administration (GPM&AR) Department is designated as Inspecting Officer to facilitate the proper implementation of the Act. The Inspecting Officer will carefully scrutinize the information furnished by all Public Authorities on their website and the website of Andhra Pradesh Information Commission, and pursue action for rectification of deficiencies if any. The Inspecting Officer will further carry out the following specific duties:-

1. Inspect the display of name boards of Assistant Public Information Officers / Public Information Officers and Appellate Authorities as per the instructions of the Government in the offices of Public Authorities.
2. Review with the Public Authorities the information provided under Section 4(1)(b) and 5(1)(2) of Right to Information Act on their official website and the website of Andhra Pradesh Information Commission.
3. Inspect the Registers I & II being maintained by the Public Information Officers as per the instructions of the Government.
4. Guide the Public Authorities in timely submission of Quarterly and Annual reports to Andhra Pradesh Information Commission through the concerned Administrative Departments in Secretariat.
5. Guide the Public Authorities in the proper maintenance of records as per section 4(1)(a) of Right to Information Act.

4. All Secretariat Departments and Heads of Departments having more than one Public Information Officer are requested to appoint a Nodal Officer for coordination on matters relating to Right to Information Act within the Department and for liaising with the Inspecting Officer.

5. The schedule of inspections in the current month is annexed to this order. All Departments are requested to make available information in the appended Check List to the Inspecting Officer and pursue action for proper implementation of the statutory obligations as laid down in the Right to Information Act, 2005.

**( BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH )**

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
All Departments of Secretariat,  
All Public Information Officers/Appellate Authorities in the  
Departments of Secretariat through OPs concerned  
.All Heads of Departments.

Copy to  
The Secretary, Andhra Pradesh .Information Commission.

//Forwarded: By Order//

Assistant Secretary to Government